

City of Chattanooga, TN
Personnel Class Specification

Class code 0548

FLSA: Non-Exempt

CLASSIFICATION TITLE: ELECTRICAL INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform skilled work functions associated with inspection of electrical systems to ensure compliance with applicable codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts field inspections of electrical systems of new/existing structures for conformance with applicable codes; inspects electrical wiring, electrical materials, industrial machinery, and other electrical components; inspects complex electrical projects; inspects wiring when public safety is in question; assists fire marshal in conducting safety inspections; conducts follow-up inspections as needed.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Reviews architectural plans, construction plans, and specifications for conformance with codes.

Determines the acceptability of materials and equipment being used in electrical installations.

Identifies electrical code deficiencies; reports violations and variations from codes and plans; recommends corrective actions; issues stop work notices and correction notices as needed.

Issues certificates of completion on approved work.

Authorizes local utility companies to energize projects.

Cites municipal code violations to court; assists in preparation for prosecution of code violators; represents the city at court hearings; testifies as an expert witness as needed.

Reviews amendments in electrical codes; submits recommendations for code changes.

Provides information and technical assistance concerning requirements of electrical codes; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Coordinates inspection activities with other departments, property owners, contractors, other inspectors, or other individuals.

Maintains records of inspection activities.

Reviews/interprets blueprints, architectural drawings, construction plans and specifications.

Prepares or completes various forms, reports, correspondence, citations, inspection reports, certificates of compliance, utility control sheets, technical reports, or other documents.

Receives various forms, reports, correspondence, laboratory reports, diagnostic reports, field cards, calculations, wiring diagrams, architectural drawings, construction plans, specifications, manuals, code books, ordinances, standards, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, desktop publishing, database, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, contractors, architects, electricians, engineers, fire marshal, attorneys, utility companies, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper licensing of contractors and proper permitting of projects.

Assists in planning, coordinating, and conducting training activities and seminars; assists inspectors in becoming certified.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Three years previous experience as an electrician that includes experience in electrical maintenance, electrical inspection, electrical construction or as an electrical contractor; or any equivalent combination of training and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess the ability to attain a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee driver license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, electric currents, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: August 2001